



Department of Energy – Oak Ridge Facility

**Work Rules/Regulations
And
Standards of Conduct
for all
UCOR Direct Hire
Knoxville Building Trades
Craft Work**

<p>URS CH2M Oak Ridge LLC (UCOR) WORK RULES/REGULATIONS/STANDARDS OF CONDUCT</p>

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1. INTRODUCTION

- A. Welcome to Department of Energy's (DOE) Oak Ridge Facility and the URS | CH2M Oak Ridge LLC (UCOR) Project Team. As an employee of UCOR or one of our many subcontractors, we consider you to be an integral member of the project team that will perform major work at the DOE's East Tennessee Technology Park. As you are aware, work rules, regulations and standards of conduct are important to the efficient operation of any project and ensure that quality and productivity can be achieved within a safe work environment. This document identifies those work rules, regulations and standards of conduct that are applicable to all UCOR Building Trades craft workers employed on this project.

In addition, **UCOR subcontractors employing Building Trade craft workers at any tier** on this project, **have the responsibility to establish work rules and disciplinary actions equal to or greater than those listed in this document.** Subcontractors shall submit their work rules to the UCOR Labor Relations Department for informational purposes only.

- B. All employees are required to read and sign an Acknowledgment of Receipt of the Work Rules and Regulations (Attachment "D"). The original Acknowledgement will be placed in the employee's personnel file. **Subcontractor employees will be required to read and sign an Acknowledgement slip to ensure they understand and will comply with their sub-contractors work rules, and regulations/requirements.**
- C. The Work Rules, Regulations and Standards of Conduct contained herein apply to all UCOR employees and were developed based on DOE requirements, OSHA standards, UCOR procedures, and other federal, state, and local requirements.
- D. Any subsequent change to these Work Rules and Regulations will be communicated to the Knoxville Building and Construction Trades Council, its affiliated local unions, all UCOR direct hire employees **and our subcontractors for informational purposes only.**
- E. While on site all applicants, employees and visitors are subject to Department of Energy regulations and security requirements.

2. PARKING FACILITIES AND ACCESS TO THE JOB-SITE

- A. Adequate parking facilities have been provided and designated on DOE property to properly park your vehicle. You will be provided with directions to the designated parking locations. Vehicles must be parked only within the designated area with all keys removed from the vehicle. Parking in unauthorized areas may result in the towing of the vehicle at the owner's expense. All areas are patrolled by Security to identify and correct illegal parking.
- B. Use of parking facilities is at your own risk. Neither DOE nor UCOR assumes any responsibility or liability for loss or damages incurred as a result of your use of these facilities.

Drivers and operators of any vehicles or equipment on the DOE site will observe all requirements and site regulations including the following: Employee's shall operate their own, or government owned vehicles, safely, competently, and in

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compliance with all traffic regulations while on the Project, or any property subject to DOE control. In addition, **drivers must** be in possession of a valid driver's license at all times and shall immediately notify their supervisor of the suspension or revocation of their driver's license.

Vehicle operators are required to utilize only existing roadways for travel on the project and all posted speed limits and traffic signs must be complied with.

Vehicle operators and all passengers are required to wear seat belts at all times when operating or riding in government vehicles, and when operating private vehicles on official business or on DOE-controlled property.

Vehicles that are parked shall not be left unattended while the engine is running.

Vehicle operators are required to "honk" the vehicle horn twice (2) prior to moving any vehicle in a reverse direction.

Employees are to park their vehicles only within designated parking areas. An employee who parks his/her vehicle in other than an authorized parking area or who uses a route other than the one designated by the client (DOE), while on Site, will be subject to disciplinary action.

Employees shall not utilize any mobile communication and/or hands-free devices while operating any vehicle. Employee shall pull off the road to a safe location to utilize any communication device.

Employees shall inform their immediate supervisor **and** the Occupational Medicine Department when taking any prescribed medications that may hinder their ability to operate a vehicle or any other piece of construction equipment in a safe manner.

- C. Employees will enter and exit the job site only through designated roads/gates/portals and proceed directly to their work location designated by a UCOR Supervisor **or UCOR Subcontractor Coordinator**.

3. EMPLOYMENT

- A. The UCOR Manager of Labor Relations or designee will be the only representative of UCOR who will be authorized to make any commitments for employment for **Direct Hire** Building Trade Crafts. UCOR Subcontractors have the responsibility to establish their own direct hiring process consistent with the Construction Labor Agreement.
- B. The UCOR Manager of Labor Relations, or designee, will hire only those **direct hire craft** applicants who, in his judgment, are fully qualified, capable, and willing to perform their assigned task(s). **Subcontractors are responsible for ensuring applicants meet their respective hiring requirements.**

4. IDENTIFICATION

- A. **I.D. BADGES:** Each UCOR employee will be assigned an Identification number (by Craft) and issued identification/Security Access Badge (DOE badge). It is the responsibility of each employee to maintain and control this badge at all times. For security reasons, if your badge is lost or stolen it should be reported immediately to your craft superintendent. Initially the badge will be replaced at no cost to the employee. If a second (or subsequent) badge is lost or stolen, a replacement fee of twenty dollars (\$20.00) may be deducted from the employee's pay. In addition, the employee will not be paid for the time spent obtaining and replacing a second (or subsequent) badge.

While working on DOE premises or on any UCOR project, your employee identification/security access badges shall be worn at all times. These badges shall be placed on your clothing on the front torso between your waist and shoulders in full view.

Upon leaving DOE premises or any UCOR project, badges shall be removed and shall not be worn off site. In addition, these badges shall not be used as a form of identification for any reason while off site. Doing so will be regarded as a breach of security procedures.

- B. **TLD:** The Radiation Protection Department will issue Radiation Workers a TLD. The TLD is required to be clipped to the security badge strap and remain with the security badge at all times.

Badges and TLDs should be kept out of the direct sunlight and away from extremely hot area. **This is a Site Radiation Department requirement and applies to all employees.**

- C. Failure to report to work without your identification badges or TLD may result in disciplinary action. **Subcontractors are responsible for establishing policy for their employees.**
- D. All badges and TLD shall be returned when employment with UCOR or a UCOR **Subcontractor** is terminated.
- E. **HARD HATS:** The Name and Craft of each employee will be clearly displayed on each hard hat issued. Hard hats are to be worn properly, bill forward, unless conditions determined by a UCOR Supervisor dictate otherwise. Unauthorized decals, markings, or labels will not be permitted on any hard hat. **Subcontractors have the responsibility to establish a policy, if any, for requiring employees to have their name and craft on hard hats.**

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5. HOURS OF WORK

- A.** Both UCOR and the Knoxville Building & Construction Trades Council are committed to a “Fair Days Work for a Fair Days Pay.” Therefore, the standard day shift will be an established consecutive eight (8) or ten (10) hour period between the hours of 6:00 AM and 6:00 PM, exclusive of a thirty (30) minute unpaid lunch period scheduled by UCOR. Lunch periods may vary between the hours of 11:00 AM and 1:00 PM depending on the established start time of the shift.

Example of a standard day shift work schedule would be as follows:

Starting Time	8:00 AM
*Lunch Starts	12:00 Noon
Lunch ends	12:30 PM
End of Shift	4:30 PM

*Staggered lunches may be implemented as work tasks dictate.

Should the Project find it beneficial to work a schedule different than the standard day shift schedule addressed above (4-10's, multiple shifts, etc.), the work schedule will be adjusted in accordance with the Construction Labor Agreement.

The workweek starts at the beginning of the day shift Monday morning and continues until the beginning of the day shift the following Monday morning. Forty (40) hours per week shall constitute a week's work, Monday through Friday inclusive.

B. MULTIPLE SHIFTS AND VARYING WORK HOURS

Multiple shifts may be scheduled on this project with varying hours of work. Employees will be notified as far in advance as possible of any changes in the normal work hours in accordance with the Construction Labor Agreement.

C. WORK LOCATIONS

1. Each employee shall be at his/her designated work location prepared to start work at the beginning of his/her assigned shift. Adequate time will be allowed to pick up tools, clean up the work area, and frisk out of the radiation work areas prior to the close of the shift.
2. The “work location” will be defined as the immediate area where the employee is assigned to work for the shift, or as otherwise directed by a UCOR Supervisor.

D. CHECKING IN AND OUT

1. UCOR employees are required to utilize designated time clocks to check in and out at starting and quitting times. Each employee will be issued a specific badge for this purpose. This badge is to be kept with the UCOR Identification/Security Access Badge at all times.

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2. For pay purposes, time is kept in fifteen (15) minute increments. If an employee checks in late, their time will begin at the start of the next fifteen (15) minute period. Early quits will be calculated through the last full fifteen (15) minute increment worked.
3. It is the responsibility of the individual employee to ensure their timekeeping badge is swiped correctly when entering or leaving the job-site. Failure to swipe correctly may result in loss of pay.
4. Employees shall contact their superintendent/foreman immediately in the event of any errors, or the failure of the timekeeping badge reader to operate properly so that attendance, time and pay will be properly recorded and calculated.
5. Use of another employee's badge(s) is strictly prohibited, and will result in immediate termination.
6. Employees may not enter the project or remain on the premises unless they are on duty or scheduled for work.

E. PAY PERIOD AND PAY DAY

The pay period commences on the start of shift Monday and ends on the last shift on Sunday. Paychecks will be distributed the following Thursday.

F. HOLIDAYS

1. The following eleven (11) recognized holidays will be observed only by UCOR direct hire employees in accordance with the Construction Labor Agreement (CLA) and its related Addendum:

*New Years Day

Martin Luther King's Birthday

Good Friday

*Memorial Day (as designated by the Federal Government)

*July 4th

Companion to Independence Day

*Labor Day

*Thanksgiving Day

*Day after Thanksgiving Day

Christmas Eve

*Christmas Day

*** Denotes the seven (7) holidays that are applicable to UCOR subcontractors only.**

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2. Holidays that fall on Sunday will be observed on Monday. Holidays that fall on Saturday, will be observed on the proceeding Friday in accordance with the Construction Labor Agreement.

G. VACATIONS

Efficient execution of work activities is dependent upon UCOR's ability to schedule its work force in the most effective manner possible. While Building Trade Crafts do not have paid vacations, UCOR recognizes the need for its employees to take time away from the work place. As such, UCOR will recognize an employee's request for vacation leave provided the request is submitted in writing to UCOR supervision at least two weeks in advance of the requested time off. In most instances vacation time will be approved in writing, provided it does not interfere with critical work activities and does not disrupt ongoing work. **Scheduled vacations will be limited to two (2) weeks per year.**

6. ISSUING, CARE, AND USE OF TOOLS

- A. Project tools will be issued to employees from a UCOR controlled system. The correct use and care of the tools reflects the skill and qualifications of the craftsmen, and proper care is expected at all times while the tools are in your possession. Tools must be returned to the tool room when they are no longer needed, or if they are in need of repair. No Personal tools will be allowed on DOE Property.
- B. Upon termination, employees will be held accountable for returning all tools, hard hats, safety glasses, etc., for which you have signed. A tool room clearance slip must be obtained and presented to UCOR Payroll with your UCOR identification and attendance badge.

7. ISSUING, CARE, AND USE OF MATERIALS AND EQUIPMENT

Permanent and non-permanent plant material will be purchased, controlled, and issued by UCOR. Correct care and use of materials and equipment are essential to the progress of the job.

8. HOUSEKEEPING

- A. Good housekeeping is an indication of your professionalism and is mandatory. You are personally responsible for your individual work area and debris resulting from your particular work task.
- B. All areas of work, stairways, walkways, and change rooms shall be kept orderly and clear of obstructions and debris at all times. If the area is already cluttered with material prior to work, notify your UCOR Supervisor.

9. ZERO ACCIDENT PERFORMANCE/INTEGRATED SAFETY MANAGEMENT SYSTEM/SAFETY RULES

Our President and Senior Managers are held accountable for protecting the environment, safety, and health of every worker in this organization, including those employed by our

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subcontractors. Their ownership of this responsibility sets the standard for all UCOR employees to follow.

As such, UCOR is dedicated to the concept that all accidents and environmental incidents are preventable. Accordingly, UCOR is committed to our organizational goal of achieving and sustaining "Zero Accident Performance" and zero unplanned releases through continuous improvement practices. Key to this commitment is our Integrated Safety Management System (ISMS) that promotes the company's core values. We will do work safely. ISMS and our safety culture provide environmental protection, worker safety, public health protection, feedback and improvement, pollution prevention, waste minimization, and quality assurance (QA) programs. These programs are tailored to specific projects and activities. The objective of ISMS is to systematically integrate environment, safety and health (ES&H), pollution prevention, waste minimization and QA into management and work practices at all levels so that workers, the public, and the environment are protected while our missions are accomplished while obtaining feedback for continuous improvement. Environmental Safety and Health has been integrated into all facets of UCOR's work planning and execution processes.

Each employee has been provided a copy of the "UCOR "Employee Safety & Health Handbook." By reference, this document is incorporated into these work rules and regulations and must be observed and followed by all employees. It is your responsibility to read and become familiar with these safety rules and procedures. Any violation of these rules and procedures may result in disciplinary action.

Employees are required to provide their own work clothes and to wear shoes and clothing appropriate for the work being performed. Where certain types of work require special clothing, it will be provided by UCOR. Appropriate work shoes are to be worn by the employees at all times. Appropriate work shoes are those of solid construction with the shoe made to enclose the foot in leather or similarly dense material and a sole of sufficient thickness to minimize penetration by an object. To ensure proper work shoes are worn, UCOR currently has a program in place to furnish all workers with the proper work shoes. This program will be explained in more detail during the new hire process. Hard hats and non-prescription eye protection will be furnished by UCOR and shall be worn at all times. Sneakers, sandals, shorts, tank tops and similar attire are inappropriate, and will not be permitted. All shirts require a 4-inch minimum sleeve; long sleeve shirts are required if the work operation exposes your arms to burns, scrapes, cuts, etc. Clothing should not be made of a fabric such as nylon, rayon or polyester, as heat could melt such fabrics compounding burn injuries. Cotton fabrics provide better protection. Modesty garments are required to be worn for "dress out." Changing into or out of modesty garments will only take place in designated areas.

All UCOR employees have a personal responsibility for their safety and the safety of those working around them. This fundamental safety responsibility cannot be delegated and as such, employees are required to report all unsafe or unusual conditions to their immediate supervisor. Where a condition or behavior exists that is likely to result in injury, illness, death, damage to property or the environment that places you or your fellow employee(s) in danger – **IMMEDIATELY STOP WORK!**

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Every employee has the responsibility and authority to stop work **IMMEDIATELY**, without fear of reprisal. Once work is stopped immediately report the situation to your responsible supervisor or manager.

Further, it is each employee's responsibility to fully cooperate in any investigation involving a safety incident.

UCOR has implemented a Back Injury Prevention Program as part of its Safety Program and as such, participation in daily stretching exercises is required of everyone, unless otherwise excused by the Site Safety Manager.

10. UCOR EMPLOYEE CONCERNS PROGRAM

UCOR is committed to creating an environment of open communication where employees feel free to raise an issue or concern without fear of intimidation or retaliation related to the environment, safety, health, quality, security, waste, fraud, abuse, mismanagement of DOE operations, reprisal for raising concerns or engaging in protected activities, and other work-related issues. Every employee has the right and responsibility to report concerns that arise in the workplace and should be assured that these concerns will be addressed in a timely, and discrete manner.

Federal law (10 CFR 50.7) protects all employees from discrimination, harassment, or recriminations by their employer for identifying issues of radiation safety. You are strongly encouraged to bring to the attention of UCOR Management any issues which you feel adversely affect radiation safety. Alternatively, you may call UCOR's Employee Concerns Program Hotline at (865) 241-0931 or (888) 584-8329.

If you have a concern, bring it to your immediate supervisor's attention as soon as possible for resolution. However, if you feel uncomfortable going to your supervisor or if your concern cannot be resolved or addressed within your "chain of command" UCOR's managers and supervisors are available through our "open door" policy to assist you in resolving your concern. You may also elect to utilize the UCOR Employee Concerns Program. UCOR "Employee Concerns Program" posters are located throughout the job site and list all the appropriate telephone numbers and contacts for the UCOR Employee Concerns Program.

The Employee Concerns Program is designed to:

- Encourage open communication
- Inform employees of the proper forum for consideration of their concerns
- Ensure employees can raise issues without fearing reprisal
- Address employee concerns in a timely and objective manner
- Provide employees with an avenue for consideration of concerns that fall outside of existing systems

In addition to the Employee Concerns Program, UCOR has established an **I CARE/WE CARE** Program to provide a process for employees and visitors to submit safety and health issues, near misses, suggestions, and concerns to management for resolution.

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An I CARE form may be used to document these safety and health issues so that they can be evaluated for necessary actions in a timely manner.

The I CARE form may be submitted anonymously. Craft employees who wish to remain anonymous may initiate their concerns through their Union Steward or Business Representatives. In addition, all employees may submit I CARE issues anonymously by calling the appropriate UCOR ES&H Supervisor, ETTP PSS Office (for ETTP issues only), or by submitting an I CARE form.

11. USE OF MEDICAL/FIRST AID FACILITIES AND RETURN TO WORK

A. First aid is available at the job-site during scheduled work activities. All injuries, no matter how minor, must be **immediately** reported to your supervisor **and** to the UCOR Safety Department. If medical or First Aid Treatment (beyond minor first aid) is required, the employee will be transported to the UCOR Occupational Medical Clinic during office hours, or seen by a UCOR paramedic on the off-shift. If it is determined that off-site medical attention is required; the injured employee will be transported to the office of a company-selected physician or hospital. Any subsequent visits to a physician will be scheduled on the employee's own time unless authorized by UCOR. If an employee chooses to seek medical attention elsewhere, he/she will be responsible for providing their own transportation, and will not be reimbursed for time away from work

B. A return to work examination may be performed on employees who have been absent from work for five (5) or more consecutive days or forty (40) consecutive hours if on a 4-10 schedule due to a non-occupational injury/illness.

In the event of a personal injury or illness and prior to reporting to work, an employee is required to submit a medical release from their primary care physician indicating their authorization to return to work in either a full duty or modified duty capacity. A UCOR physician will evaluate the employees' current health status and determine if the employee is ready and able to return to their job duties in the capacity specified by their primary care physician. The determination of whether or not a work release is required will be made by UCOR Occupational Medicine in conjunction with the Manager of Human Resources and Labor Relations and the Environmental, Safety, and Health Manager. Each Return to Work slip will be evaluated on its own merits for acceptability based on available work.

C. All Employees sustaining an occupational injury/illness **must report** directly to UCOR Health Services to obtain a Return to Work release prior to reporting to their assigned job functions for work.

D. Failure to comply with medical directives, testing, follow up examinations or not providing original documentation signed by your physician stating the medical issues or reasons that will allow you to return/not return to duty, will be considered insubordination.

12. BREAKS DURING WORKING HOURS - COFFEE AND SMOKING

Organized breaks will not be permitted on the project. Given the nature of the work being performed on site, smoking, eating or drinking will be permitted in designated areas only. Employees will be allowed to consume beverages (water, coffee, soda etc.) at their assigned work location, if designated, during working hours as time and conditions permit provided it does not interfere with work. In no event will employees be allowed to gather or leave the work area for a break.

Smoking is not permitted within any DOE/Facility, office, craft change room, RadCon areas, government vehicle or other areas not designated as smoking.

13. DRINKING WATER

Drinking water is available at all times, consistent with radiological controls. Where drinking cups are provided, the used cups will be disposed of in containers provided, and will not be thrown about the site. Good housekeeping is mandatory at all times on this project.

14. SANITARY FACILITIES

Adequate sanitary facilities are provided on the job-site, and are to be used by all employees. We fully expect and appreciate your cooperation in maintaining these facilities in a clean and orderly condition.

15. RAINCOATS AND BOOTS

Raincoats and boots are furnished to employees where the conditions of the work being performed require them. They remain UCOR's property and are not to be worn or taken off the Project.

16. RADIATION CONTROLLED AREA

Employees may be required to perform certain tasks within a Radiation Controlled Area; there is also a potential for exposure to other chemical and physical hazards associated with work in contaminated facilities. Prior to being assigned to such work, employees must have received and successfully completed appropriate Radiation Worker Training. In addition, employees will have been provided safety and health training associated with a specific facility and/or scope of work to which they are assigned.

17. SECURITY

A. All employees and visitors are required to be familiar and comply with security regulations, rules, and procedures established by UCOR and/or DOE. All persons, vehicles, parcels, bags, and boxes are subject to inspection or search prior to entering or exiting the plant property/protected area. Inspections and searches may include, but is not limited to, the use of mechanical and electrical detection devices. Admission to all areas will be denied to any person who refuses to comply.

Examples of property which are subject to search include, but are not limited to, employee lockers, desks, cabinets, lunch boxes, purses and brief cases. UCOR

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reserves the right to conduct security searches on all UCOR-controlled premises, as well as property located on such controlled premises, whether government-owned or employee-owned, regardless of whether such property is secured by lock or otherwise.

Refusal to consent to such search may result in disciplinary action up to and including termination.

- B.** Visitors are not permitted access to the project without prior written approval from UCOR Project or Site Management.
- C.** No tools, equipment, or materials will be permitted to leave the project site, regardless of the legal owner, unless accompanied by properly executed material removal pass.
- D.** Cameras, cell phone with photographic capabilities, radios, televisions, tape recorders and/or players, firearms, alcoholic beverages, illegal drugs, and contraband **will not be permitted** on DOE property.
- E.** Personal Cell Phones, Pagers, Personal Electronic Equipment, etc. are not permitted for use during working hours.
- F.** Any violation of UCOR/DOE security rules shall be cause for disciplinary action up to and including termination.

18. SOLICITATIONS FOR DONATIONS

Solicitations for donations are prohibited without prior approval from the UCOR Manager of Human Resources or designee.

19. HARASSMENT / EEO

UCOR is committed to maintaining a work environment that is free from unlawful discrimination and harassment of any kind by any employee.

- A.** No employee, including supervisors or foremen, are authorized to make statements on behalf of UCOR requesting that any individual terminate their employment on this project for any reason. Any UCOR employee making such remarks or requests will be subject to immediate termination.
- B.** If you feel that you have been harassed, you should advise your immediate supervisor as soon as possible after the incident occurs. If you do not feel comfortable speaking about a harassment issue with your supervisor, you may arrange a conference with the UCOR Manager of Human Resources. Alternatively, you may contact the Employee Concerns Program Hotline (865) 241-0931 or (888) 584-8329 to discuss and review your concerns.
- C.** If you become aware of any type of harassment, you should report the incident to your immediate supervisor or to the aforementioned individuals listed in paragraph B. After a thorough investigation, in which you will be requested to participate, action will be taken by UCOR that may result in disciplinary action of the harasser, up to and including discharge, should the charge(s) be proven to be true.
- D.** See attachment "A" stating the UCOR Equal Employment Opportunity/Affirmative Action Policy.

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- E. See attachment "B" stating the UCOR Anti-Harassment Policy.
- F. See attachment "C" stating the UCOR Americans with Disabilities Policy.

20. ABSENTEEISM / TARDINESS

- A. Absenteeism and tardiness seriously interfere with UCOR ability to schedule and complete work. It also places undue burdens on your fellow employees that have to assume portions of work that you were scheduled to perform.
- B. Employees absent from work for three (3) consecutive workdays without notifying their immediate supervisor will result in termination.. After 90 days, the terminated employee will be considered eligible for rehire in response to a request for manpower.
- C. An employee who accumulates four (4) unexcused absences, late arrivals and/or early quits (in any combination) within a four- (4) consecutive week period is subject to termination. After 90 days, the terminated employee will be considered eligible for rehire in response to a request for manpower.

An unexcused absence is any absence that **is not pre-approved** and is defined as:

- Failure to report for work and the absence was not scheduled, excused or approved.
- Failure to call within 2 hours from the start of the scheduled shift (see below).
- Failure to clock in or clock out as required.
- Unexcused tardiness, late starts and early quits will be considered as an absence and treated the same.
- An absence that continues for more than 1 day in the same workweek will be considered as a single absence.

An excused and pre-approved absence is defined as:

- Vacations (pre-approved)
- Funeral Leave (documentation required)
- Jury Duty (documentation required)
- Leaves of Absence (pre-approved/company imposed)
- Furloughs
- Jury Duty/Court Summons (documentation required)
- Family/Medical Leave Act (FMLA) – (documentation required)
- UCOR business related Union Meetings (pre-approved)
- Illness (doctor verified/documentation required)
- Extenuating Non-Reoccurring Emergencies (documentation required)
- Other reasons with prior approval of Labor Relations and your immediate supervisor

- D. It is the responsibility of every employee to notify his/her supervisor of any absence. In the event an employee is going to be absent from work for any reason, the employee is required to notify UCOR of their absence within two (2) hours from the start of their

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scheduled shift. Unless otherwise directed, employees should call (865) 576-9876 or another number designated by your supervisor and be prepared to provide your name, employee number, name of your foreman and the reason for your absence. If no call is received, your absence will be deemed as unexcused. Notification of an absence does not excuse an employee from disciplinary action up to and including discharge under these work rules.

21. SUBSTANCE ABUSE

UCOR has a Zero Tolerance for the increased safety risk posed by employees who report to work under the influence of alcohol and/or illegal drugs. In accordance with Article XXII of the Construction Labor Agreement (CLA) all UCOR employees, applicants for employment, and former employees who are subsequently rehired, reinstated or recalled to work are prohibited from using illegal drugs and misusing or abusing alcohol, prescribed drugs, intoxicants, or other mind-altering substances. Buying, selling, using, possessing, distributing, or manufacturing illegal drugs as well as the possession of drug related paraphernalia on UCOR/DOE premises is prohibited by law and by UCOR policy, whether such actions occur on or off the job.

A copy of the UCOR Substance Abuse Program Plan has been provided to each employee and is made part of these Work Rules by reference.

Reporting to work under the influence of alcohol, use or possession of alcohol on company premises, or while on company business is prohibited. **All employees are subject to drug and/or alcohol testing as a condition of employment as follows:**

Pre-employment Screening:

UCOR has established a pre-employment drug and alcohol screening procedure, which includes, but is not limited to, a multi-panel Urine Drug Screen (UDS) and Breath Alcohol Test (BAT) screening. All applicants for employment are required, as a condition of employment, to successfully pass an alcohol and drug-screening test.

Any detectable amount of an illegal substance above the cut off levels established by UCOR or **0.02** percent blood/alcohol level is sufficient cause for rejecting an applicant for employment.

Random Screening:

UCOR has established a random drug and alcohol screening procedure for all Knoxville Building & Construction Trade craft employees employed by UCOR. Therefore, all employees are subject to random drug testing on an ongoing basis.

Employees required to operate Commercial Vehicles are subject to the Substance Abuse Program Plan in addition to U.S. Department of Transportation (DOT) regulations. Testing required under DOT regulations will be conducted hereunder and not pursuant to the Substance Abuse Program Plan.

Employees identified for drug and alcohol screening who fail to report for screening within 2 hours of notification to report for testing are be subject to disciplinary action up to and including termination.

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Reasonable Suspicion or For Cause Screening:

Employees may be required to submit to screening if they are reasonably believed to be under the influence of drugs and/or alcohol or to have otherwise engaged in conduct in violation of this policy.

Where there is reasonable suspicion that an employee may be under the influence or in possession of an illegal drug, or under the influence or in possession of a controlled substance without proper authorization for that substance, or under the influence of alcohol on company time or company premises, the employee may be required to submit to a multi-panel Urine Drug Screen (UDS) and Breath Alcohol Test (BAT) and a personal search.

All "Near Misses," post accident or two incidents of formal discipline for Unsafe Work Practices within two consecutive months, shall be considered justification for a "For Cause" test.

Employees notified to report for drug and alcohol testing may be terminated due to failure to report for testing within two (2) hours of notification.

All UCOR employees are expected to be "Fit for Duty" when reporting for work by being neither mentally nor physically impaired from ANY cause that could adversely affect safe, competent job performance.

All UCOR employees **shall not** report to work within 5 hours of consuming alcohol. In addition, consumption of alcohol is prohibited:

- If a person leaves work with the intent to return that day
- If a person will be driving a DOE vehicle
- If a person is scheduled to report to work within five hours
- If a person will be attending an offsite meeting or training session

It needs to be noted that excessive consumption of alcohol before the five-hour abstinence period can cause a positive breath test. An individual with a blood alcohol concentration of greater than or equal to 0.02% will not be considered fit for duty and subject to disciplinary action up to and including termination.

Any employee who tests positive for drugs and/or alcohol is subject to termination and will not be eligible for re-hire.

Refusal to submit to substance abuse testing will be treated as if the employee tested positive.

Any employee who takes a controlled substance under instruction from his/her physician must inform Occupational Medicine. If a medical determination is made that the prescribed drug may cause dizziness, drowsiness, nausea or other effects which may pose a safety hazard to you or your fellow employees you may not be permitted to start work.

22. EMPLOYEE STANDARDS OF CONDUCT

- A. These Standards of Conduct are intended to provide each employee with notice of behaviors, acts, performance or failure of performance that may result in disciplinary actions. All employees are expected to abide by these Standards of Conduct. This is not intended to be an all-inclusive list, but is descriptive of behaviors, acts or performance that will be addressed to keep our company a safe, pleasant, productive, and desirable place to work. Other behaviors, acts, violations or misconduct that could be the basis for disciplinary action are contained in UCOR's Policies, Procedures and ISMS Behavioral Expectations.

Workplace Violence Prevention Principle: One of UCOR's goals is to provide a safe work environment for all employees; therefore, UCOR will not tolerate violence or threat of violence within the work environment. Employees who engage in or threaten violent behavior will be subject to discipline, up to and including termination. Supervisors will be subject to disciplinary action if they fail to report acts of violence or threats of violence brought to their attention. Additionally, UCOR will not tolerate retaliation or disciplinary action against an employee who reports threats.

When informed of a threat of violence against an employee, UCOR will take all reasonable precautions necessary to protect the employee while he or she is at the workplace.

- B. Each employee is responsible for his/her own actions and conduct. Violations of the Project Work Rules will result in disciplinary action. Each violation of a project Work Rule will be documented in writing by UCOR Labor Relations Department, with copies being provided to the employee, his business manager and the craft steward. The original copy of the disciplinary action will be retained in the individuals personnel file.
- C. Disciplinary action will be based upon UCOR's judgment as it relates to the seriousness of the offense. The attached Standards Of Conduct cite basic violations and possible level of disciplinary actions. The following Standards of Conduct are not intended to be all-inclusive or a definitive tool for applying discipline. There may be other reasons for applying disciplinary actions outside these guidelines up to and including suspensions or discharge that are not identified in the guidelines. Management reserves the right to take disciplinary actions and impose penalties that may be more or less than is suggested in the Standards of Conduct.
- D. Disciplinary action for multiple violations in different categories listed below will be determined in accordance with the requirements of the more severe violation.
- E. These Standards of Conduct are intended to provide each employee with notice of behaviors, acts, performance or failure of performance that may result in disciplinary actions. All employees are expected to abide by these Standards of Conduct. This is not intended to be an all-inclusive list, but is descriptive of behaviors, acts or performance that will be addressed to keep our company a safe, pleasant, productive, and desirable place to work. Other behaviors, acts, violations or misconduct that could be the basis for disciplinary action are contained in UCOR's Policies, Procedures and ISMS Behavioral Expectations.

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A. EXTREMELY SERIOUS MISCONDUCT

Any of the following are considered extremely serious misconduct and may result in immediate discharge:

1. Deliberate disregard of safety rules or safety procedures. This includes conduct demonstrating reckless indifference or disregard for safety rules or procedures, including willful action or inaction resulting in injury to personnel or damage to property or equipment.
2. Insubordination, including, but not limited to, the failure to carry out definite instructions or assignments. This includes the unjustified refusal to accept work assignments or comply with work requests or instructions.
3. Taking or receiving, without authorization, property belonging to the company, fellow employees, a contractor, a vendor, the government, or others.
4. Improper use of or deliberate damage to company property, government property, or the property of another employee. This includes, but is not limited to, computers (including the Internet), vehicles, facsimile machines, pagers, copiers, cellular phones, and personal digital assistants (PDAs).
5. Falsification of records or reports, including falsely reporting time worked. This includes conduct that demonstrates a disregard or indifference to whether a document, report, time card (or equivalent) or other written document contains false or materially misleading information.
6. Violations of any criminal or civil law (including immoral or obscene acts), on or off company/government property, which could likely have an impact on the employment relationship, the workplace, or the image/reputation of the company and/or the customer. This includes acts or behaviors that are determined to be harassment, intimidation, retaliation or discrimination towards an individual or which result in an impact on the work environment.
7. Possessing, passing, using, or threatening to use weapons, incendiary devices, or explosives, or conspiring to take such action when not a part of assigned duties.
8. Security violations, which jeopardize the proper control of government of company property or information. This includes interfering with or failing to cooperate with Site Security personnel in the performance of their duties.
9. Fighting, assaulting, or other threatening, intentionally disruptive or physical misconduct. This includes disorderly conduct, such as the use of abusive, humiliating, or threatening language directed toward a co-worker, customer, other contractor personnel, vendor, or subcontractor employee.
10. Sleeping on the job during working hours.
11. Using, possessing, passing (or conspiring to use, possess, or pass), or being under the influence of any intoxicants, narcotics, hallucinogens, depressants, stimulants, or other such drugs anywhere on the ETPP Site or at any company or government location. This includes complying with the terms of a substance abuse agreement.

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12. Concealing or misrepresenting defective work, safety or conduct of operations violations, permit violations or other non-compliance with policies or procedures.
13. Engaging in business acts or practices that are illegal, or violate the Code of Business Ethics and Conduct. This includes creating or failing to disclose a conflict with the business interests of the company or the U.S. Government or the unauthorized disclosure, use, or disposition of company or government records.
14. An unreported/unexcused absence of three (3) or more consecutive working days.

B. SERIOUS MISCONDUCT

The following actions are considered **serious misconduct**. The first infraction may result in at least a three-day suspension without pay. Suspensions for exempt personnel will be in weekly increments. A second infraction, not necessarily of the same type, may result in progressively more severe discipline up to and including discharge. The Company reserves the right to impose any level of discipline including termination, depending on the facts of the particular case.

1. Violation of safety rules and safety practices or failure to use or wear designated safety or personal protective equipment.
2. Careless waste of materials or abuse of tools and equipment.
3. Producing non-compliant, unacceptable or defective work through carelessness or negligence.
4. Playing pranks or "horseplay," or causing a disruption in the workplace through a non-threatening gesture, verbal comments, or written or electronic communication.
5. Organizing, operating, or conducting gambling activities.
6. Failure to follow operations or other procedures.
7. Unauthorized use of a government vehicle. This includes use of a government vehicle while not in possession of a valid state driver's license.

C. MISCONDUCT

The following actions are considered **misconduct**. The first infraction may result in a written warning or documented verbal warning. A second infraction, not necessarily of the same type, may result in at least a three-day suspension without pay. Suspensions for exempt personnel will be in weekly increments. A third infraction, not necessarily of the same type, may result in progressively more severe discipline up to and including discharge. The Company reserves the right to impose any level of discipline including termination, depending on the facts of the particular case.

1. Failure to report a personal injury to the supervisor or the Health Service Center on the day it occurs.
2. Leaving the job or work area without permission or satisfactory reason. This includes late start and early leaves.

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3. Excessive absences or tardiness, unreported absence, or absence/tardiness without justifiable cause.
4. Posting unauthorized notes, defacing company or government property, or tampering company bulletin boards.
5. Improper parking or operation of vehicles on company or government property.
6. Security infractions.
7. Unsatisfactory work performance

Attachment "A"

EQUAL EMPLOYMENT OPPORTUNITY (EEO)/AFFIRMATIVE ACTION (AA)

Employment at UCOR is based on individual merit, qualifications and competence. Personnel policies and practices are not influenced or affected by unlawful consideration of an applicant's or employee's race, color, religion, sex, national origin, age, citizenship status, mental or physical disability, veteran status, or other non-job related characteristics. UCOR takes affirmative steps to ensure that individuals with disabilities and veterans who are protected by these laws receive an equal opportunity to compete for jobs for which they are qualified. The following paragraphs explain how we meet our commitment.

UCOR prohibits discrimination. The laws that prohibit race and sex discrimination, for example, require us to ignore those factors in making employment decisions. For individuals with disabilities, the Americans with Disabilities Act (ADA) requires us to provide a reasonable accommodation that makes it possible for a qualified individual to perform the job.

The UCOR "Affirmative Action Plan" (AAP) applies to individuals with disabilities and covered veterans and commits us to practicing affirmative action in all of our employment-related practices and procedures. All UCOR personnel involved in employment-related decisions are responsible for being aware of and implementing the company's affirmative action obligations.

As part of our affirmative action commitment, we periodically review our personnel processes to make sure that there are no barriers for any individual to receive full consideration for any job for which he or she is qualified. We also review the qualifications for each job to make sure they are based on the actual job requirements. During our application and screening process, only job-related questions may be asked. We do not ask whether an applicant has a disability, or the nature or extent of a disability. We also let applicants know that we will provide a reasonable accommodation, if needed, to ensure equal access to the company's hiring process.

Our affirmative action policy applies to all UCOR employment practices. Affirmative steps ensure that protected individuals get full and fair consideration for any promotion for which they are qualified. This means making sure performance evaluations are done fairly, that employees have an equal opportunity to be considered for promotion, and that all candidates for promotion are equally considered based on their abilities. Similarly, our policy is to ensure that employees with disabilities and covered veterans are paid on the same basis as other employees for doing the same job, and that they receive equivalent training opportunities and other benefits.

Just as we publicize our policy of nondiscrimination and affirmative action to the outside, UCOR circulates the policy internally to make sure that all employees know of our commitment to equal employment opportunities for protected individuals. We post the policy in an accessible format on company bulletin boards and discuss the policy in New Employee Orientation. We also monitor the workplace to ensure that protected employees are not subjected to harassment, intimidation or discrimination. We educate personnel involved in recruitment, screening, selection, promotion, discipline and other human resources processes about the commitments we have as a federal contractor under our affirmative action program.

If you have any questions concerning UCOR's EEO/AA Compliance Program, please contact the UCOR EEO/AA Compliance Manager.

Leo Sain
President and Project Manager

Attachment “B”

UCOR
ANTI-HARASSMENT POLICY

UCOR is committed to maintaining a work environment that is free of harassment. In keeping with this commitment, UCOR will not tolerate harassment of applicants or employees by anyone, including managers, supervisors, co-workers, other employees, suppliers, subcontractors, or clients of UCOR.

Harassment consists of unwelcome conduct, whether verbal, physical, or visual, toward an individual based on sex, color, race, ancestry, religion, national origin, age, physical or mental disability, veteran status, or other protected group status.

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, offering or making employment benefits conditional in exchange for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to, or rejection of, such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- Submission to, or rejection of, such conduct by an individual is used as the basis for employment decisions affecting the individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

This conduct is illegal and UCOR will not tolerate such behavior and will take all reasonable steps to prevent this from occurring.

Violation of this policy shall be considered grounds for disciplinary action up to and including discharge. In addition, the harasser may be personally liable to the victim for damages.

Examples of Harassment

Unlawful harassment may take many different forms, for example:

- Verbal conduct, such as derogatory or suggestive comments, statements about an individual's body, slurs, unwanted comments, or jokes;
- Visual conduct, such as derogatory or suggestive posters, cartoons, drawings, gestures, literature, or other behavior intended or inferred to belittle, demean, or otherwise insult any protected group of people or segment of the population;
- Physical conduct, such as assault, blocking normal movement, restraint, touching, or other physical interference with one's work;

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- Threats and demands to submit to certain non-work-related actions in order to keep or get a job, to avoid some other loss, or as a condition of job benefits, security, or promotion;
- Retaliation for reporting harassment, having assisted another employee with reporting harassment, or having made a negative response to harassment; and
- In certain circumstances, conduct that occurs off duty but impacts an employee's employment.

How to Report a Case of Harassment Using UCOR's Internal Policy

All employees have the opportunity to seek information, advice, or assistance from management, a Human Resources Representative, or the Employee Concerns Program and to communicate freely with these persons regarding all matters relating to their work, including unwelcome sexual overtures or comments. This policy is designed to encourage you to bring opinions, criticisms, suggestions, problems, and concerns into the open without fear of reprisal or recrimination.

If you feel you have been harassed, or if you witness harassment, you must promptly report the incident to your manager or Human Resources Representative. Alternatively, you may contact the Employee Concerns Hotline at 865-241-0931 or 1-888-584-8329.

Managers and Supervisors are responsible for assuring that all reports of harassment are immediately reported to the Human Resources Representative. Alternatively, you may notify the Employee Concerns Manager. Reports of harassment require thorough and prompt investigation.

To the fullest extent practicable, UCOR will keep concerns and the terms of the resolution confidential. If an investigation confirms that harassment has occurred, UCOR will take appropriate corrective action.

UCOR will not tolerate retaliation against anyone who has reported harassment.

All employees must be familiar with this policy. Violation of this policy shall be considered grounds for disciplinary action, up to and including termination, even for a first offense. In addition, the harasser may be personally liable to the victim for damages.

Leo Sain
President and Project Manager

Attachment “C”

AMERICANS WITH DISABILITIES

The American with Disabilities Act (ADA) of 1990 makes it unlawful to discriminate in employment against qualified individuals with a disability. The ADA also outlaws discrimination against individuals with disabilities in state and local government service, public accommodation, transportation, and telecommunications. The Equal Employment Opportunity Commission (EEOC) and state and local civil rights enforcement agencies that work with the EEOC enforce the section of the ADA regarding job discrimination. The ADA covers all employment practices, such as recruiting, hiring, promotion, training, layoffs, job assignments, leave, benefits, and all other terms, conditions, and privileges of employment.

As an employer, UCOR requirements include:

- Not discriminating against a qualified person with a disability with respect to any term or condition of employment.
- Not asking an applicant about the existence, nature, or severity of a disability.
- Making reasonable accommodations to allow a qualified person with a disability to apply for or perform a job.

An individual has a disability if he or she falls into one or more of the following categories:

- Has a physical or mental impairment that substantially limits a major life activity;
- Has a record of such an impairment; or
- Is regarded as having such an impairment.

If you have a disability and would like to self identify, complete ***Disabled and Veteran Self-Identification Questionnaire***. Submission of this form is voluntary and confidential, except that (1) supervisors and managers may be informed regarding restrictions on the work of, or accommodations for employees who are disabled; (2) first aid and safety personnel may be informed if the condition might require emergency treatment; and (3) government officials investigating compliance with applicable law shall be informed.

Leo Sain
President and Project Manager

Attachment "D"

ACKNOWLEDGEMENT

By signature on this paper, I acknowledge that I have received a copy of the UCOR Direct-Hire Craft Work Rules/Regulations and Standards of Conduct and Business Ethics. I have read and understand its contents and understand that it is my obligation to comply with these requirements as a condition of my continued employment.

Printed Name

Badge Number

Signature

Date